

Submittal Requirements for Sign Review Applications

Please use this as a checklist to assemble the materials required for your sign application when submitting through the [Accela Citizen Access](#) portal. These items must be submitted in order to process your application. **If the submittal does not contain the information listed below, your application will be deemed incomplete and rejected.**

 Not Required

	Pole / Freestanding (>8' High)	Monument (≤8' High)	Wall	Window	Projecting	Roof	Awning / Canopy	Fuel Canopy*	Menu Display Boards**
Owner / Landlord Approval									
Requirements for Dimensioned Site Plan (aerial photos only accepted as vicinity map)									
Master Sign Program Number (if applicable)									
Property Lines									
Location of Proposed Sign									
Location of Existing Signage									
Visibility Triangles									
Easements									
Distance to Residential Property (if adjacent)									
Distance to Property Line									
Distance to Public Right-of-Way									
Length of Street Frontage									
Building Square Footage									
Street Classification (per General Plan Land Use Map)									
Landscaped Area surrounding Pole Sign									
Distance from Same Type of Signage									
Distance from Freeway 41, 180, 168									
Requirements for Elevations									
Proposed Location of Sign Permit Number (15-2607-A)									
Method of Illumination									
Sign Dimensions, Existing and Proposed									
Structure / Window Dimensions									
Distance between Sign and Eave / Parapet									
Building / Tenant Space Area (H x W)									
Height Clearance									

* Limited to Service Stations

** Limited to Drive-Throughs and Establishments serving food for on-premise consumption

The application completeness review process is up to a 30-day process. If all items on this checklist are not submitted, the application will be deemed incomplete and rejected. If all required items on this checklist are submitted and determined to meet all requirements outlined in this document, the application shall be deemed complete and accepted for processing.